

STEERING COMMITTEE MEETING MINUTES

Report of the Lifelines Steering Committee meeting, held at the Huntly Power Station, corner of Hetherington Street & Te Ohaki Road, Huntly, at 9.30am on Friday 2 March 2007

MEMBERS:

WEL Networks

Alan Harrop

South Waikato District Council

Alex Shaw / Barrie Herlihy

Matamata Piako District Council

George Ridley

Waipa District Council

John Mills

Emergency Management Office (Environment Waikato)

Adam Munro

Transit NZ

Kaye Clark

Genesis Energy

Vickie Ayton

Ministry of CDEM (Emergency Management Planner)

Greg Gallop

Vodafone NZ Ltd

Graham Mearns

IN ATTENDANCE

John Harris (Engineering Lifelines Project Manager)

Graeme Cleaver Hamilton City Council

Peter Hemming Waipa Networks

John Mackenzie Transpower

Suzanne Vowles MCDEM

Ivan Trethowen MCDEM

Darryl Robson South Waikato District Council

Bill Ashurst Genesis Energy

APOLOGIES

Dave Comber

Contact Energy

Don Elers

Vector Gas

Phil McQueen

ONTRACK

Bob Anstis

King Country Energy

Dean Burwell

Hauraki District Council

Ian Alexander

Franklin District Council

Chian Ho

Powerco

Bob Coombes

Transpower

Graham Mearns

Vodafone

Grant Gaudin

The Lines Company

Dave Clibbery

Otorohanga District Council

Adam Munro

Environment Waikato

Paul Blewman

Hamilton City Council

Barrie Herlihy

South Waikato District Council

PRESENT

Alex Shaw, Alan Harrop, George Ridley, John Mills, Kaye Clark,
Vickie Ayton, Greg Gallop



Apologies

(Agenda Item 1)

As recorded on page 1

RESOLVED:

- (1) That the apologies be accepted

K. Clark / A. Harrop
Carried

Late items for General Business

(Agenda Item 2)

Emergency Management Conference in Wellington

Minutes of Previous Meeting

(Agenda Item 3) File: 03 09 00

Taken as read

RESOLVED:

- (1) That the minutes of the Steering Group Meeting on Friday 8 December 2006 be received and adopted as a true and correct record.

A. Shaw / A. Harrop
Carried

Correspondence

(Agenda Item 4) File: 03 09 00

Inwards

- Information pertaining to the Vulnerability Project
- Discussion document "Sustainable Land Management and Climate Change"

Outward

- Copy of WELG Emergency Communication Plan to Otorohanga District Council
- Invitation to Basil Morrison re Breakfast Seminar
- Invitation to Minister of Civil Defence re Breakfast Seminar
- Letter to Contact Energy Geothermal re WELG website information
- Copy of Vulnerability Project resource book to Tauranga City Council
- Copy of Vulnerability Project resource book to Dave Brunsdon
- Letter to TeamTalk communications company re interest in WELG

G. Ridley / A. Harrop
Carried

Project Manager's Report

(Agenda item 5) File: 03 09 .00

John Harris presented the Project Manager's Report.

RESOLVED:

- (1) That the report titled “**Project Manager’s Report**” be received for information

A. Shaw / P. Henning
Carried

Key Project Updates

(Agenda Item 6) File: 03 09 00

John Harris presented the report titled “**Key Project Updates**”

There was general discussion on the limited progress to date on the vulnerability project due primarily to internal resourcing levels and that an extension of time would be appropriate.

Action Point:

- (1) Members to provide comments to Project Manager on the draft Business Plan
- (2) **Final date for completion of vulnerability assessments changed to Friday 20 April 2007 with further discussion at the WELG meeting on the 11 May 2007 and that the workshop scheduled for the 23 March 2007 be cancelled.**

RESOLVED

- (1) That the report titled “**Key Project Updates**” be received for information.

A. Harrop / K. Clark
Carried

Avian Flu Pandemic

(Agenda item 7) File 30 09 00

John Harris presented the report titled “**Avian Flu Pandemic**”.

There was general discussion on Exercise Cruikshank and how it could be useful for utilities to use it as an opportunity to test their Business Continuity Plans.

Action Point

- (1) Greg Gallop to forward appropriate sections of the Emergency Management Act & Guidelines for dissemination to members
- (2) Project Manager to send out copies of extracts from the Emergency Management Act and Guide (attached to these minutes) to refresh and reinforce lifeline utility member’s knowledge of their individual responsibilities in terms of emergency management and business continuity.

RESOLVED:

- (1) That the report titled “**Avian Flu Pandemic**” be received for information.

A. Shaw / V. Ayton
Carried

Climatic Change

(Agenda item 8) File 30 09 00

John Harris presented the report titled “**Climatic Change**”.

Action Point

- (1) Information (attached to these minutes) on proposed CLIMPACTS workshop to be circulated amongst members to obtain level of interest in workshops
- (2) Project Manager to prepare submission on discussion document

RESOLVED:

- (1) That the report titled “**Climatic Change**” be received for information.

K. Clark / J. Mills
Carried

WELG Meeting Dates

(Agenda Item 9)

John Harris presented the report titled “**WELG Meeting Dates**”.

RESOLVED:

- (1) That the report titled “**WELG Meeting Dates**” be received for information and suggested meeting dates adopted.

Presentations

(Agenda Item 10)

Darryl Robson gave a very interesting presentation on his involvement in the 2007 New Zealand deployment of fire fighting personnel to Victoria to assist Australian fire fighters during the severe forest fires in Victoria.

General Business

(Agenda Item 11)

The Project Manager reported on his attendance at the Emergency Management Conference in Wellington.

The conference was extremely interesting and of particular significance to Lifeline Groups and individual utilities.

Next Meeting

(Agenda Item 12)

The next meeting of the Lifelines Steering Committee will be at 9.30am Friday **11 May 2007** at the office of WEL Networks on the corner of London and Victoria Streets. Please forward any agenda items to Adam Munro or John Harris.

Meeting closed at 11.45 am.

The members were then taken on a very interesting tour of the Huntly Power Station.